

Electrology Practice Committee
Open Session Minutes
July 17, 2019

MARYLAND BOARD OF NURSING
ELECTROLOGY PRACTICE COMMITTEE MEETING
OPEN SESSION MINUTES
JULY 17, 2019

On a motion made by Elizabeth Spagnolo, LE, seconded by Michele Sperato, Consumer Member, and unanimously approved, the Electrology Practice Committee (the "Committee") was called to order at 10:10 a.m. by Chairperson, Debra L. Larson, LE. The meeting was held at the Maryland Board of Nursing, (the "Board"), 4140 Patterson Avenue, Baltimore, MD 2121. Present at the meeting were Committee members, Elizabeth Spagnolo, LE and Michele Sperato, Consumer Member (present via telephone). Also present were Ann E. Tyminski, Administrator; Monica J. Mentzer, Director of Practice; and Michael Conti, AAG, Board Counsel.

Minutes

The minutes of the May 29, 2019 meeting were reviewed and approved. Elizabeth Spagnolo motioned to approve the minutes and Michele Sperato seconded. The vote was unanimous.

Application

The application for licensure by endorsement from North Carolina submitted by Tiffany LeMasters was reviewed. Mrs. Tyminski reported that her criminal background check had been received and was negative. The Committee voted unanimously to recommend to the Board that this applicant meets the minimum requirements to be licensed as an electrologist in Maryland. Ms. Spagnolo motioned that this application be presented to the Board at its July 24 meeting, seconded by Ms. Sperato and unanimously voted.

Renewal Applications and Continuing Education

The Committee received two renewal applications accompanied by proof of continuing education required for renewal of licenses. The application of Rosemarie Miller was reviewed. Ms. Miller completed the required 20 CEUs, all earned through courses offered by the Maryland Association of Professional Electrologists. A motion was made by Elizabeth Spagnolo to approve Ms. Miller's application for license renewal including the continuing education. The motion was seconded by Michele Sperato and unanimously approved. The second renewal application was that of Sandra Wilson who presented with more than 20 CEUs. All continuing education was acceptable and on a motion presented by Elizabeth Spagnolo and seconded by Michele Sperato, Ms. Wilson's application for renewal was approved unanimously.

Following the approval of these renewal applications, Michael Conti, AAG presented the issue of changing the date for receiving applications for renewal so that all applications can be reviewed by the

EPC prior to the expiration of licenses. Because traditionally the professional association holds a week long meeting in October, the EPC has reviewed continuing education in November after the licenses have been renewed. If continuing education is not approved, the licensee is then put on inactive status until continuing education is complete. Mr. Conti suggested that all continuing education and applications for renewal be approved prior to their expiration date. Therefore, Ms. Larson agreed to get the word out through the professional association that applications should be in prior to the EPC's September 18 meeting if possible this year. In the future, renewal applications will specify the date (October 1) by which they must be received to be processed prior to the expiration date.

Quarterly Report

The quarterly report to the Board for the quarter ending June 30, 2019 was reviewed and approved by the Committee with Ms. Spagnolo's suggestion that the date of June 30 appear on the report. Mrs. Tyminski will be certain that the report prepared for the BON includes the date.

Confidentiality Agreement

The Committee reviewed the confidentiality agreement. Mrs. Tyminski explained that all Board Committees and their members would be receiving such agreements to sign on an annual basis. The agreement is to ensure that only appropriate material be shared with others outside of a meeting. Mr. Conti suggested it is a good idea to check with Board counsel before sharing any documents or information. Elizabeth Spagnolo and Debra Larson signed their agreements. Ms. Sperato will sign one also.

Informal Rules of Procedure: Motions and Debate

The informal rules of procedure: motions and debate document was presented for review. All Board Committees are to ensure that the Committee business follows the rules that are loosely based on Robert's rules so that each person has the opportunity to present thoughts and debate without everyone speaking at once.

Per Diem Compensation Rates

The memorandum from Gary Hicks, Board President, and Karen E. B. Evans, Executive Director, concerning per diem compensation rates was reviewed and committee members were given copies.

Letter from Sandra Wilson, LE

Included with her renewal application was a letter from Sandra Wilson, LE that pointed out the updated regulations were not complete as sent out to renewal applicants. Mrs. Tyminski explained to the Committee that she took the updated regulations right off the MLIS site as instructed to do so by Ms. Devaris. After discussion, it was clear that the licensees should be instructed as to how to obtain statute and regulation material from the website rather than mailing documents to the licensees. Ms. Wilson also requested a copy of the Nurse Practice Act and Regulations in book form. Mrs. Tyminski

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will draft a response to Ms. Wilson for review by Michael Conti before it is sent to Ms. Wilson.

Returned Renewal Applications

Two renewal applications were returned by the post office because of incorrect addresses. An attempt will be made to request those applicants to update their information in a new address form on the Board's website.

Adjournment

There being no further business, the meeting adjourned at 11:15 a.m. on a motion made by Elizabeth Spagnolo and seconded by Michele Sperato. The next meeting of the Committee will be held on September 18, 2019. There will be no August meeting.

Respectfully submitted,

Ann E. Tyminski, Administrator